

# ADMINISTRATIVE ASSISTANT REPORT

September 2012

09/22/2012

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## 1. MISCELLANEOUS:

- a. You have received notices of upcoming ETNs and training sessions. If you are interested in attending any, please let me know so I can process the enrollments.
- b. I have not had the chance to read what the final legislation is on levy limits and if unused prior year amounts can be carried-over, but from what I understand the levy increase will be limited to the Town's new construction growth factor. So, any increases in the Town's levy will need to be approved by TB resolution and then Town Electors' resolution.
- c. Payroll changes have taken up a large amount of my time (and files). With the State of WI passing Act 10 & Act 32, payroll changes were implemented regarding retirement, health insurance payments, grievance procedures, etc. Some payroll deductions have changed from their taxation status, reporting requirements have changed. Now, everything is once again in question due to the striking down of portions of Act 10 & Act 32. Several changes have been made already & some will need to be made in the near future.
- d. I keep hearing from the Town's current accounting software company that they are close to having the new program ready to go. I have sent them my condensed file, but haven't received word to start using it in the trial process.
- e. I'd like to take this opportunity to remind everyone of the Special Town Meeting that has been called Tuesday, October 2<sup>nd</sup> @ 5:00 pm for the Town Electors' approval and wage setting for Nick Nelson to be hired as an employee at the Town Park.
- f. Pete & I attended the Wisconsin Town's Association (WTA) conference in Cable last week, which was very informative. I then traveled to Rice Lake for the Wisconsin Retirement System (WRS) training, which was invaluable. Many changes have taken place over the years, and are continuing to take place.
  1. Some of the changes coincide with the Town making changes to the Personnel Policy (PP). WRS has changed their enrollment requirements – the basis is that the employee is expected to work EITHER 600 or 1,200 hours and be employed for twelve calendar months. What makes this confusing is the either 600 or 1,200 hours is applicable, depends on the employee's previous employer(s). Therefore, anyone who is hired to be employed by the Town for twelve months and is expected to (or does) work 600 hrs, we must find out if this employee was EVER employed by a WRS employer (not whether they were on WRS, just whether they were employed by a WRS employer). This will make budgeting (and administering) very difficult. However, the department heads and the Town Board will need to be very clear on the start and end times for an employee, whether they are being laid off, or their employment has ended, and exactly how many hours the employee is expected to work. The Town's PP states that any employee who is expected to work 600 hrs or more will be placed on WRS. This is not the case any longer and must be changed
  2. This WRS change may also affect the Town's Personnel Policy offering of Health Insurance. Currently, the PP states that any employee who is placed on WRS due to 600 hrs or more, is offered health insurance and the amount paid by the Town is dependent on the number of hours the employee will be working. Since not every employee who works 600 hrs will be placed on WRS, some decisions will need to be made. Of course, with the Health Care laws changing, other changes may need to be made in the future to the Town's PP with regard to health insurance.

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## **2. FINANCIALS:**

- a. The \$40,400 in various budget transfers (funds from the General Fund to be placed into the Designated Funds) included in 2012 Budget was done the end of August 2012 and reflected in the August Budget reports.
- b. 2013 Budget worksheets have been prepared handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. The 2013 WRS rates have just been determined & published.
- c. Hagen Road Bike Lane reimbursement requests to WI DOT have all been done, paid and ready to be closed out. Section 154 reimbursement request must be drafted for the sidewalk and additional storm water work that has been done. Reimbursement request for work done at BBTP needs to be started soon.
- d. Next to be worked on will be the Cty H for 01/01/12-06/30/12. Parking ticket letters & billings have been sent out.
- e. Ted is gathering his figures for the MRF's 2013 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1<sup>st</sup>, 2012 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2013. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- f. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2012.

## **3. ODDS & ENDS:**

- a. As Keith has probably mentioned, the Winter Terminal Building (WTB or WTT) sustained water damage from the pressure tank. A claim was filed with the Town's insurance agent, who notified the Town's insurance carrier. A claims rep came up and reviewed the project and has developed a plan of action with Keith. A plumber will need to be hired and a contractor will probably need to be hired too, which may need to have a notice posted/published.
- b. It's been noticed that several town buildings are going to need to be re-roofed. There is a chance there was a problem with the materials used, but we need to find the invoices/vouchers first, and then go on-line to see if the Town has any recourse.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk